

RULES FOR USE OF MEETING ROOMS

1. No smoking is allowed in the library.
2. The library may not be used in any way for games of chance.
3. The library and library grounds may not be used in any way for the selling, dispensing, or consumption of any alcoholic beverages.
4. All meetings must be free and open to the public. No donations may be solicited except by prior arrangement with the Board of Trustees. Any approved donations that are collected must be contributed to the Library only.
5. There can be no promulgation of religious views, political views, or use of the facility for private gain.
6. Food may be served by prior arrangement with the Director. A \$50.00 deposit for meetings at which beverages and snacks are served, or a \$100.00 deposit for events at which buffet and sit down meals are served, is required to offset the potential cost of cleaning carpet stains. These deposits will be refunded if the meeting space is left in satisfactory condition in the judgment of the Director.
7. Users must leave the room in good order. Chairs must be restacked on their racks, and all tables and chairs put away properly.
8. Meetings must adjourn in time to allow the meeting rooms to be emptied 30 minutes before closing time.
9. Public restrooms are kept locked at all times. The doors will not be left unlocked for group functions. Individuals must request the restroom key at the front desk.

I have read, and understand and agree to follow the above rules.

Signed _____

Organization _____

Date _____